

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

**POSITION VACANCY ANNOUNCEMENT 16-016a Open Date: 01 December 2015 Close Date: 31 December 2015**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #16-044A)**

**BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)**

**POSITION TITLE: ADMINISTRATIVE OFFICER (DIRECTOR OF STAFF)**

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: Col/O6**

**UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: Col/O6**

**ORGANIZATION/LOCATION: Headquarters, Maryland Air National Guard, Fifth Regiment Armory, 29<sup>th</sup> Division Street, Baltimore, Maryland 21201-2288**

**SEQUENCE: # 614586**

**SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.**

**WHO MAY APPLY: OPEN TO CURRENT AGR OFFICERS (GRADES O5 AND O6) OF THE MARYLAND AIR NATIONAL GUARD.**

**QUALIFICATION/ELIGIBILITY REQUIREMENTS**

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.
7. O5s eligible for immediate promotion is desirable.

**BRIEF OF DUTIES AND RESPONSIBILITIES**

Serves as the principal full-time representative and spokesperson of the Air National Guard senior leadership on the Adjutant General's joint Army/Air National Guard state headquarters staff. Advises on complex and sensitive issues in the areas of logistics, C4, manpower and personnel, strength management and other support functions related to mission operations. Formulates and develops long-range plans and programs and short-term strategic plans. Applies thorough and extensive knowledge of USAF/ANG organizational structures, missions, and objectives in the management of ANG mission programs. Initiates contacts and maintains liaison with public officials, civic groups, other reserve component activities, unit advisors and staff representatives. Develops and institutes force management plans and programs that insure the units meet future federal and state readiness and mission needs. Manages State ANG diversity program. Represents the Adjutant General at meetings and conferences. Ensures compliance with local and higher headquarters policies and technical adequacy of information furnished. Performs other duties as assigned.

**AFSC**

**AFSC: 30C0, 38PX, 97E0** Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted).

**SPECIAL INFORMATION (IF APPLICABLE)**

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Position start date on or around **01 APR 2016**.

**APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)**

**NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.**

**DO NOT STAPLE, DOUBLESIDE PRINT, OR PLACE DOCUMENTS INTO FOLDERS/BINDERS.**

**Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!**

1. NGB Form 34-1, **DATED 20131111** Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.
6. If Officer **last (3) three OPRs**

Forward application and attachments to:

**HUMAN RESOURCES OFFICE  
ATTN: MDNG-HRO-AGR  
AGR BRANCH  
Fifth Regiment Armory  
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

NAME \_\_\_\_\_ ANNOUNCEMENT # \_\_\_\_\_

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

\_\_\_\_\_  
\*Signature/Rank/Title Verifying Official

\*Current supervisor, commander, or designated WMP Monitor

**B. APTITUDE SCORES**

Mech: \_\_\_\_\_ Admin: \_\_\_\_\_ Gen: \_\_\_\_\_ Elect: \_\_\_\_\_

\_\_\_\_\_  
\*\*Signature/Rank/Title Verifying Official

\*\*Current supervisor, commander, or Customer Service Representative

**C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT**

P:\_\_\_\_ U:\_\_\_\_ L:\_\_\_\_ H:\_\_\_\_ E:\_\_\_\_ S:\_\_\_\_ X Factor \_\_\_\_ Dated \_\_\_\_\_

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

\_\_\_\_\_  
\*\*Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1**

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION